

**PDT/Planning Meeting of the USACE Hydrology and Hydraulics Capability
Executive Advisory Committee
Subject: USACE H&H Community of Practice
Meeting Minutes
4-5 May 2004**

The Corps' Hydrology and Hydraulics Capability Executive Advisory Committee met 4-5 May 2004 at the Hydrologic Engineering Center in Davis, CA. The primary goals of the meeting were to (1) define the role and authority of the Corps' Hydrology and Hydraulics Community of Practice (H&H CoP) under USACE 2012; (2) formulate the structure of the H&H CoP and the process by which it will operate; (3) provide an opportunity for some of the senior members of the Corps H&H community to influence the formation of the H&H CoP; and (4) decide on the role of the H&H Capability Executive Advisory Committee in the H&H CoP. Bill Branch, NWD – H&H Executive Advisory Committee Chairman, led the meeting.

The Agenda for the meeting is attached as Appendix A. The attendance list for the meeting is provided as Appendix B.

Bill Branch - NWD

The meeting started with a review of the PowerPoint presentation developed by Corps' H&H Capabilities Executive Advisory Committee. Even though the presentation was given at the H&H conference in Portland about a year ago, most of the recommendations are still valid. The PowerPoint Presentation is provided as Appendix C in an accompanying file.

Jerry Webb - HQ

Next, Jerry Webb discussed his role and that of HQ with regards to support of the H&H community.

Staffing, Responsibilities, and RIT's

- Jerry Webb is responsible for: Water Quality & Ecosystem Restoration, Hydrology & Hydraulics, Water Management, and Coastal Hydraulic Issues. There are 39 H&H people left in HQ Engineering & Construction (E&C).
- HQ E&C personnel are now separated into Regional Integration Team's (RIT's).
- Only 13 people from HQ E&C are not in RIT's. These 13 are the only ones that have traditional HQ roles. Dave Shepp may join a RIT soon.
- Grade 15's will lead RIT's and those jobs are being competitively filled.
- SES's will oversee several RIT's at a time.
- The 8 RIT's haven't been fully defined yet.
- RIT's are becoming liaisons to regions; not doing regular technical/policy HQ work
- As far as field questions are concerned, MSC's should contact their HQ RIT's directly. They are not to call upon the HQ specialists directly. The HQ RIT person should contact the HQ specialist.
- Dave Wingerd's slot will not be filled.
- Jerry Webb can give assignments to Gary House, Dave Shepp, and at times Charlie Chestnut and Ronn Brock although Charlie and Ronn are now officially assigned to IWR. Only Jerry, Gary, and Dave are directly GE funded. Charlie Chestnut and Ronn Brock cannot be HQ representatives as they work for IWR.

CoP's

- Current nomenclature states E&C is not a CoP, it is a group and H&H is a standalone CoP.
- Jerry Webb will remain the H&H CoP lead, and not be assigned to a RIT.
- Individual specialty areas in H&H can be SubCoP's.
- Geotech has no full-time CoP representative.
- Dan Basham wants H&H CoP members to organize the CoP. If we don't he will.
- WQ and Ecosystem Restoration need to be separated from Water Management.
- This H&H CoP needs to define their proposal, which will give the group the authority to do work for the Corps. The challenge is to implement an H&H CoP structure that functions effectively within the USACE 2012 framework.
- A good PMP needs to be developed for the H&H CoP.
- Identify an Organization/Group within the CoP to fight battles.
- The CoP needs to ensure that there is a support structure for Jerry at HQ for all sorts of tasks including R&D.
- One of the primary items to come out of the CoP is the training of the H&H community.
- H&H CoP fell under Hari Singh.
- Has support from top level management (General Strock, Don Basham) to rebuild H&H to meet future needs.

Technical Capability Issues/Needs

- The ITR process is not working because some districts are ignoring ITR comments and going ahead with projects anyhow. There is pressure on HQ to make exceptions and not follow Corps criteria.
- There aren't enough technical H&H 13's and branch level 14's in the districts to ensure that things are being done technically correct in the face of pressure from PD and PPMD study managers and project managers.
- There is pressure to perform most technical work in PED instead of Feasibility phase in order that local sponsor cost share is reduced.
- H&H CoP leaders will need to set the stage to make sure that the Corps is meeting their own needs.
- Many at HQ are losing focus of the smaller projects that make up most of the projects. They are only looking at the big projects. Everglades, Coastal Louisiana
- The roles of the 4 technical committees: Hydrology, Tidal Hydraulics, Water Quality, Channel Stabilization, will be discussed later.
- We have the capability in HQ to do things right and Dan Basham is not shy about telling others to do things correctly.
- The Corps needs to strengthen its Water Supply expertise, nationally. Some districts are ok but others are weak. In addition, we need appropriate tools.
- The Corps is weak in the WQ & TMDL area, and tools need to be developed.
- We need to break apart WQ and Ecosystem Restoration from Water Management.
- For TMDL requirements, our older projects are grandfathered in.
- For newer projects the Corps needs to follow TMDL requirements.
- Dam Safety H&H needs to use the principles of Risk Analysis. Geotech has already done this.
- The Dam Safety area needs risk analysis tools as well. Dam Safety cuts across several CoP's.

- Many issues with FEMA and their acceptance of our studies for map revisions.
- MSC's are there for guidance.
- The H&H CoP needs to identify the technical people in the division who can lead the MSC in their area of expertise. Need to build the case for more technical 14s in H&H at the MSC level.
- The H&H technical specialists (11, 12, & 13's) would like support from a 14 H&H Branch chief or Tech Specialist because they are being beaten down by PM's etc.
- A question was raised, "Do the MSC's have a fund that the districts pay into (e.g. LRD) to fund technical support assistance or do the districts hang on to their funds and then decide whether to send a person on a review or not." This was not fully vetted.
- The group recommended that a Civil Works H&H representative participate with the R&D "gang" to help shape the R&D program.
- H&H CoP needs to decide how to handle updates of any new ER's or EM's, and preparation of new Corps' H&H guidance.
- HQ is working with other federal agencies such as the USGS, NRCS, NWS, etc.
- NWS may not be able to keep people to do site specific studies such as PMP.
- USGS wants to save their gaging program and they look at the Corps and wonder why we are not supporting their program. The Corps needs to contact the USGS and let them know why we have taken the position we have.
- The Corps needs to have a list of subject matter experts (SME) that is different from the current Registry of Skills database which is self-defined list. How do we define the requirements of SME? Perhaps the MSC's would vet nominations to the SME list. We need to develop a registry of expertise to facilitate the sharing of technical knowledge and experience agency-wide. Self-nomination is not the right way to go. Only Jerry Webb can get in and add/edit this criteria database. Only the appropriate people will be on this list. They will have met defined criteria.
- The Scientific and Engineering Technologies (SET) group will see an increasing role in the future. This could put an end to software issues. All improvements to technology will be approved by SET. We should work in a way for local sponsors, who do in-kind work, to process through SET.
- Jerry believes the proposal to have a cross-cutting ecosystem restoration CoP will happen. We need to develop some additional classes in the ecosystem arena for H&H people since high participation from them is expected.
- The Corps needs to develop a mechanism or list so H&H engineers in need could contact experts to help them.
- Jack Davis pointed out that the Natural Resources CoP has a Gateway which provides much information about their CoP.
- The H&H CoP should be able to provide a field review of some sort in all areas of H&H.
- Should have input into prioritizing H&H activities identified within business lines.

Following the agenda, the District/Division Representatives spoke on a full range of issues.

Joe Evelyn - SPL

- The district H&H staff has not formally implemented CoP principles as they continue to perform the traditional work of the district.
- There is only one H&H 14 in the District.

- Local sponsors are trying to dictate how projects are formulated and designed.
- The H&H Capability Executive Advisory Committee should be retained in some form as part of the CoP to continue providing broad support and guidance to the Corps H&H community. He is looking forward to helping to determine what this group has the authority to do.
- We must identify the checks and balances of the H&H CoP process.
- We could do a better job of pooling resources.
- He wants the R&D program to be better coordinated.
- How does the CoP integrate itself into the R&D program?
- The CoP program has to be natural. What is the value added for the districts? We need to define these values. Don Basham wants us to do this as well.
- If the expertise is lost at HQ and MSC's, the H&H community needs the districts and labs to step up and become the leaders. According to Jack Davis, leaders will evolve.
- The CoP is a replacement of the stove pipes that made the Corps successful.

John Hashtak – SAJ

- Discussed the Everglades' South Florida Water Management Model (2 mi x 2 mi Model). The Corps has lost the capability to run the model. The SFW District has rewritten the software and are now modernizing it. The Colonel said the Corps needs to be leaders. Jacksonville can't handle the modeling requirements and they have looked to other districts and are looking to use ERDC's WASH123D. The WASH123D model can be adapted to give answers needed for the Federal Interest according to the ERDC lab people. Could this project be the first application of the CoP? We could use this process and plan in other locations as well. There is a need to look at the environmental modeling too. The District wants technological purity. The PMP is written and approved. John wants the H&H CoP to tell him if his idea is good or not. He needs a funding commitment.
- John will be retiring 06/03/04.
- Lots of questions.
- Trying to keep the local sponsors happy is too much of a priority. The Federal interest needs to be represented.
- The CoP needs to define a process to be able to help John. Who does John call? Who decides what models can and should be used?

Sam Bates - SWD

- USACE 2012/CoP concept initiated at the division level. They have a small H&H staff (2 people) but are looking to fill some positions (2). They have not yet incorporated CoP's in their Division.
- Districts are not involved USACE 2012 & CoP's.
- Environmental restoration studies are becoming more challenging. Planners are asking for more information. Flood damage reduction and Ecosystem Restoration are competing. He says they can't do both. Need more training and in some cases more time & money for these studies.
- The Districts look good regarding H&H staffing. Little Rock looks good as far as H&H.
- Galveston needs more coastal experience especially in coastal modeling.

- Marie Vanderpool is the new Section Chief at Fort Worth.
- Tulsa has a GS14 branch chief, the only other H&H 14 position in the Division is the Water Management TL position to be filled at CESWDO.
- Each district has one GS-13 technical expert except Tulsa.
- Hasn't done an E&C QA visit to the districts since 2002 to assess their QC processes and evaluate the status of their technical capabilities, training, etc.
- Some don't have a clear understanding of the National Committees for H&H. Questions being asked: Are they formed as advisory groups or to do special tasks? How are they publicized and how are members selected? We need to do another survey to find competency level.

Bill Branch – NWD

- Portland, Walla Walla, and Omaha Districts have a GS 14 in H&H. Seattle has a GS 13 and the Division has two GS 15's in H&H.
- Larry Cieslik has about 20 people of which 1 or 2 are 14's.
- Bill Branch has about 50 people of which 4 are 14's
- Seattle is somewhat young.
- Al Swoboda moved to Portland.
- NWP has about 40 people.
- H&H CoP's are in their infancy.

Jack Davis – ERDC-CHL

- Demonstration Program started out completely coastal. In the Regional Sediment Management (RSM) R&D program, there are 30-35 people that would like to get together, but how do we get them to solve problems together. The RSM funding is controlled so they have enough to travel on.
- What would be the purpose of a R&D CoP?
- R&D works better if it comes out of other CoP's as well.
- R&D CoP would be comprised of IWR and ERDC. They already meet now so the R&D CoP would just formalize what is already happening.

SK Nanda – MVR

- In MVD there are 6 districts and each has a GS 14 H&H Branch. They already have a CoP proponent for E&C. Geotech has made a little start but for the most part CoP's haven't gone very far at MVD.
- Districts don't have the GE funds for participation in CoP's. So how do we fund CoP participation from the districts? How are we going to resource the implementation of the CoP in the district and labs?
- They are going through some tough times. They lost their GS15.
- They have a watershed division and water management is there.

Tim Pangburn - CRREL

- The Geospatial CoP hasn't had an initial meeting of its members. CRREL has started a SNOW CoP. The CRREL Snow Community of Practice is a group of CRREL professionals and outside collaborators bound together by a common sense of purpose: To provide a one-stop solution to customers' now science and engineering problems. They have discussed with National Weather Service to join in this collaboration.

Ralph LaMoglia – NAD

- Two GS14's are in NAD; one in the division and one in NY district. They are filling some tech specialist positions.
- The districts know it is difficult to deal with change but they need to know where to go for advice, guidance, etc. The districts are executing the program and have a hard time deciphering the latest HQ/MSD reorganization.
- Chiefs at the districts are 13's.

Stan Wisbith – LRD

- Last month they had a kickoff meeting for the beginning of the CoP's in the division. His understanding is nothing like what he heard here from Jerry Webb.
- Districts are very concerned
- They are looking to implement and share resources. CoP needs to address sharing resources across division boundaries.
- Pittsburgh is going to get rid of all of design and just be operations. Water Management is the sole advocate of H&H. Expertise is being lost.

Chris Smith – SAD

- 3/5 of districts have GS 14's: Jacksonville, Savannah and Mobile.
- Charleston Wilmington, are in survival mode and have GS 13's.
- CoP's are moving slow at the districts.
- Districts are focused on the project not the process.

Jerry Webb - HQ

National Standing Committees

- ER 15-2-14 (April 24, 1992) established the 4 national standing committees: Tidal Hydraulics (Rob Mc Adory - Chairman), Hydrology (Gary Brunner/Jerry Webb), Channel Stabilization (Larry Banks) & Water Quality (Dave Shepp).
- Funding to support the standing committees has decreased from \$200,000 to \$100,000 to its current level of \$49,500. This funding is dispersed to all 4 national standing committees.
- We need to reassess the membership of each committee.
- Membership needs to draw from across the country to diversify the committees.
- Some groups have been more active than others.
- Need to set ground rules for how the committees act.
- May need to add hydraulics & groundwater to the hydrology committee.

- May need to add hydraulics to channel stabilization.
- May need an ad hoc committee to provide some input to problems that arise in the field (e.g. Jacksonville).
- Either some of the committee charters need to be revised to provide broader scopes or we need to establish more committees. More committees would mean that funds are diluted that much more.
- Water quality needs to be changed the most.
- If the district asks you to participate on an ad hoc committee the district would pay.
- Does the National Flood Proofing and Non-structural Committee receive funding from somewhere? What mechanism established this group? Should it be tied to the H&H CoP? Chris Dunn will find out.
- Water Management is another group we must consider. Should there be a formalized group that meets and provides guidance to the water management community?
- The process by which a member would be asked to serve on a committee was explained. Jerry would ask the chairman of that committee and then letters would go to the Division Commander for their concurrence and then to the individuals being requested to serve on the committee.
- DOTS & WOTS are O&M funded. Maybe a third program for flood and coastal emergency management and technical assistance activities needs to be established. If so, that program would receive funding to send committee members to various field reviews/concerns.
- Everyone agreed that the 4 national standing committees are necessary maybe more important than ever. We need to let the districts know that they exist.
- ITR's & formal guidance are two ways the committee could be supportive.
- SK Nanda pointed to the USACE Engineering and Construction (E&C) Community of Practice (CoP) Policy 25 February 2004 that stated that we needed to request funding for our CoP's. Through CID we may actually get it.
- The committee could also make a request of the UFR program (the mid year reallocation of GE funds) for the committee.
- The CoP may need to review the body of the knowledge to see what it is that the committees and CoP are to do.

Reviewed Darryl Davis' draft paper "USACE Hydrology and Hydraulics Community of Practice Planned Structure, Function, and Responsibilities" (04/09/04)

- Reviewed paragraph by paragraph. Darryl will revise and submit at a later date.
- There was some thought that paragraph 3, should state that the CoP would work like ASCE with a national office and local office.
- We need to identify a group of subject matter experts from paragraph 3d.
- MSC's want be able to disseminate information.
- All people performing H&H activities are members of the CoP.
- His paper could be used to write a Charter for the H&H CoP which would then be routed through Don Basham. Each MSC's could sign it. Another option would be for Don Basham to sign it as a letter endorsing the formation of the H&H CoP.
- The paper may need to include more on coastal and water quality.
- Don Basham wants us to provide specifics about how the CoP is going to work.
- According to Jack Davis, Darryl's draft follows the National Resources Gateway approach.

Jerry Webb – HQ

H&H CoP's

- The Geotechs have structured monthly conference calls. It builds community. The H&H CoP should do it too.
- We need to combine our trips if we are going to have meetings.
- This meeting is an Executive Committee meeting not an initial CoP meeting.
- Priorities need to be set by districts and MSC's with help from the labs.
- Jerry wants to know who the POC is from each MSC for the H&H CoP. We need it for the population of the Technical Excellence Network (TEN). The person doesn't have to be at the MSC. He/she could be from the district. He needs a representative from the labs as well. He needs POC's from MVD, LRD, NAD, SAD, CHL, and POD. He already has representatives from the other offices.
- We also need of a roster of people in the H&H group. Get one list (hard copy and electronic) for general use of the engineers down to and including the 13's.
- Darryl needs to distribute the list of the H&H community that HEC compiled.
- Discussed the Web Form to be filled out by the subject matter expert (SME). Questions such as, what needs to be on the form, how is it going to be used, and should section chiefs review the information supplied on the form were discussed.
- How is this group going to handle request of services? Jerry is the single point of contact but the group needs to expand this.
- Should specific comments of R&D come to Jerry, probably not.
- Currently Jerry is handling a lot of questions about projects.
- If a person is designated as an expert, he/she may be inundated with questions. This can't happen.
- There is an E&C person on the RIT. The RIT person refers questions to Jerry.
- Some questions should go to the RIT and others should go to Jerry. But which ones? This must still be decided.
- With regards to funding, SK pointed out an example that when someone accepts a VSIP, the district can use some of their funds to help support tech 13's and these tech 13's would provide technical support to the H&H community.
- Proper lines of communication are not always being followed. Communication chains should they go through the division's CoP representative. If a request comes to Jerry and the division isn't listed as being contacted, then it should have, and Jerry will send it back to the district so they can forward it to the division.

5/5/04

- Went over the first days' "To Do/To address" list. "To Do" items are listed at the end of these notes.
- Jack Davis asked where do wetlands restoration needs/activities lie. There should be H&H support for wetland restoration. The H&H CoP needs to be an asset to the other CoP's including resources such as being able to find a name within the TEN that would lead you to an expert in a particular field.
- How does one CoP talk with another CoP?
- Jack brought up the "Restore" web site/lessons learned area because many of these types of ideas have failed in the past. Maybe a bulletin board or quarterly newsletter would be better.

- According to Darryl, the best “lessons learned” mechanism is a strongly structured conference with papers etc. A conference like the H&H conference in Portland is a good example. The H&H CoP will work with the 2005 Infrastructure Conference.
- We need to get the word out about current publications and ER’s and EM’s and how to search for them. The CoP needs to compile a list of them and then distribute the list of links.
- HEC is working on our publications and getting them on our website.
- HEC should add links to the back of our newsletter.
- All of the links should be in TEN.
- MK Miles manages the TEN.

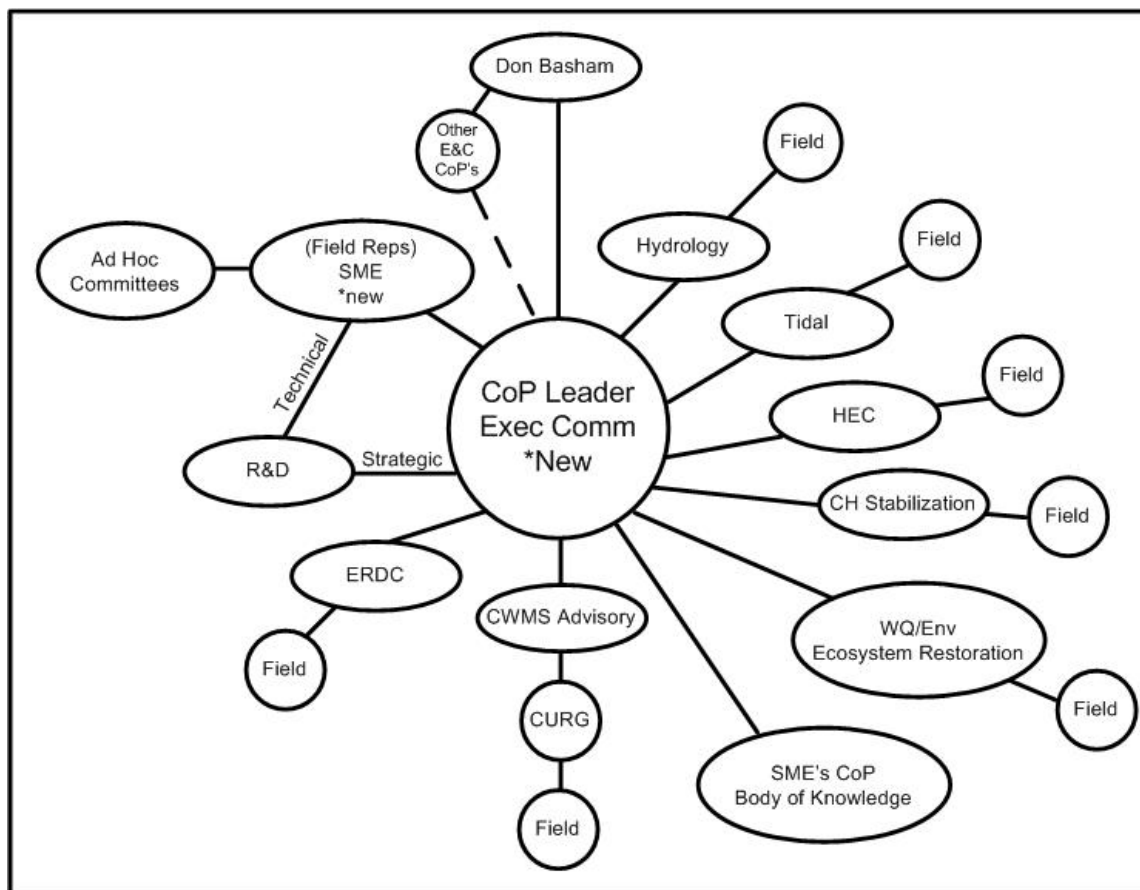
The H&H Group then began to review the agenda items for Wednesday, May 5, 2004.

Executive Committee

- The H&H Executive Committee, the 4 National Standing Committees, and the CWMS group and Non-structural/Flood Proofing Committee have roles within the CoP but they all depend on the make-up of the committees.
- According to Jerry, the Executive Committee dream team would be 2 people from H&H, 2 from Water Management, 2 from coastal, and 2 from ecosystem restoration. The Executive Committee would be composed of Corps leaders in H&H from across the country, not necessarily technical experts. It would be a selected group of people, and also an eclectic group of people but also the best leaders regardless of division or district. The Executive Committee would provide the strategic/management side, not necessarily technical. Should the division representatives from the CoP match those that need to be on the Executive Committee? Not necessarily. What should the composition of the Executive Committee be?
- One of the outcomes of this meeting should be rewriting the Executive Committee charter and then recommend who the members should be?
- All Corps H&H areas of discipline should be covered by the Executive Committee.
- The structure of the CoP and how the Executive Committee and the National Standing Committees would interact was then discussed.
- Bill & Darryl will identify who is now on the Executive Committee and draft a new charter for the H&H CoP Executive Committee.

National Standing Committees

- Chairmen of the 4 National Standing Committee’s (Tidal Hydraulics, Hydrology, Channel Stabilization, & Water Quality) should be from the field not from HQ.
- These technical chairs of the Committees would answer to Jerry.
- The Tech Committees should exist so they, the field, have unfettered access to the CoP leaders. The group assembled for this meeting agreed with this concept. The question is “How do we staff this group?” If the tech resource group becomes too big, it would have to operate virtually.
- The H&H community could draw on the National Standing Committees for ad hoc PDT’s.



Proposed Structure of the Corps' H&H CoP

Technical Resource Group

- If a message or request came to Jerry, he would “cc” the Executive Committee and the Tech resource group at the same time, so no one is circumvented.
- ITR's will be done by the tech resource group. The Tech Resource group doesn't have a leader. Rather, the Tech Resource group is assembled to complete a specific task as necessary.
- Emerging H&H leaders would come from this group.
- Maybe technical questions would go to the tech resource group not CoP leader.
- It would work well with TEN.
- Maybe we break up the tech resource group into multiple groups so not everyone is contacted about every question. It would streamline the Q&A process.
- Jerry does not have discretionary funding to help provide financial support.
- So a question comes in to the CoP leader (or not). You would query TEN, find out who has knowledge in that area and e-mail them, the Executive Committee and perhaps the standing committee for answers. These questions unless funded would have to be answered in 1 hour or less.
- Do districts pay for assistance? Not always.
- Who is going to manage all the roles that HQ used to do?
- The MSC's could eventually become the national lead for a given area not just for the MSC.
- The work is being given to the MSC's because the HQ can't do it anymore.

Succession Planning

- Succession planning for H&H leadership was discussed. A handout from Kate White was provided on how you train the future leaders.
- The promotion of new leaders does not have to come from a formal plan like that depicted in Kate's handout. We should ensure that young leaders participate on task forces, ASCE committees etc. We need to introduce young leaders to senior leader meetings etc.
- Do we have a process to identify the emerging leaders?
- Is there something we can do as a CoP to help push the emerging leaders?
- Could include DLAMP and people shadowing existing leaders?
- Younger people are concerned about being able to progress up the ladder in H&H so if we can give them some opportunity it would be appreciated.
- We need to introduce new leaders by sending them to conferences etc.
- It would be useful in the succession plans to make sure that younger people could listen in and learn the language.
- We need to include tech 13's and team leaders as part of our H&H leadership group. Later we may identify emerging leaders in the GS 12 or lower ranks.
- Is there anyway we could obtain funding to help fund emerging leaders? We should call it leadership planning not succession planning. Jerry said "yes", maybe a conference scholarship fund to give to emerging leaders.
- Could we do a temporary development role at HEC or the Columbia River Group? Sure we could.
- We should not leave a chairman in place for life. Instead the term should be limited to a few years so there will be new bodies with new experiences.
- The term for the committee's chairs should be 2-3 years and the membership reviewed 3-5 years (Jerry).
- One group could focus on recruitment of engineers out of college by telling them what it is we in the Corps do.

Action Items:

1. New Charter for the Executive Committee (Bill Branch and Darryl Davis)
2. Charter and Business Plan for H&H CoP (PGNP PMP) (Darryl Davis) which will define the CoP's authorities and tasks. This plan should identify how the H&H CoP will work with the other CoP's within E&C.
3. ITR process problem statement that discusses apparent lack of enforcement - (Sam Bates, Ralph La Moglia, and Chris Smith)
4. POC's for MSC's and labs (Jerry Webb)
5. Preliminary CoP list spreadsheet with job titles (Gary Brunner - HEC).
6. Draft revisions and updating of ER15-2-14 (24 April, 1992) to include ad hoc teams (Jerry Webb)
 - a. review charters and scopes of the 4 National Standing Committees
 - b. review committee chairs
 - c. review committee membership
 - d. review National Flood Proofing and Nonstructural Committee
 - e. do we need an ad hoc committee to support field?
 - f. address groundwater, water management, and hydraulics
 - g. look into funding of the committees

- h. water quality needs to be changed the most
 - i. Jerry will contact Chairmen, letters would be sent to District Commanders for their concurrence, letters would be then be sent to the members
- 7. Document and disseminate the proceedings of this meeting (Chris Dunn - HEC)
- 8. Resourcing paper (Jack Davis and SK Nanda). One topic could include training courses.
- 9. Review the TEN (Technical Excellence Network) and Registry of Skills Categories for TEN H&H categories (Tim Pangburn). Could start with the list SPD provided.
- 10. Populate the TEN down to grade 13 level by September.
- 11. Populate the TEN down to grade12 level by end of calendar year.
- 12. Add Corps list of H&H links to HEC publications
- 13. Need to have Civil Works H&H person on the R&D gang (Jerry Webb)
- 14. Need to address how the CoP integrates itself into the R&D program (???)
- 15. Assign a lead to review the TEN. Review TEN and make proposal on how this should look and what it would take to maintain the TEN (Joe Evelyn).
- 16. Provide a report on the status of the ER's and EM's. (HEC)

Listed below are future action items to be addressed at a subsequent H&H CoP meeting. These items were discussed but not fully vetted. They are included with these minutes so they would not be lost.

- Develop schedule for telephone calls for H&H CoP.
- Initiate leadership development.
- Develop recruitment items.
- Address training issues.
- Provide guidance on TMDL's
- Include Risk Analysis procedures for Dam Safety. The Geotechs have already done this.
- Promote further cooperation with other Federal Agencies in the R&D program
- Meet with USGS to discuss our decisions regarding the gaging program.
- Identify Subject Matter Experts (SME's), i.e. develop a registry of SME's.
- Define the requirements of the SME's
- Develop additional Ecosystem Restoration type classes to support the cross-cutting Ecosystem Restoration CoP that may be formed.
- Develop a mechanism or list so the appropriate people could be contacted when a need arises; e.g. John Hashtak's example. Who does John call?
- Who decides what H&H models should be used for a given problem? The Planning Model Improvement Program did this exercise for planning models.
- Address funding opportunities such as WOTS or DOTS for flood and coastal emergency management and technical assistance activities

Appendix A

Agenda

Hydraulics and Hydrology Executive Committee Meeting

Where: Hydrologic Engineering Center, Davis, CA

Who: Sam Bates, Bill Branch (Chair), Darryl Davis, Joe Evelyn, Ralph Lamoglia, S. K. Nanda, Chris Smith, Jerry Webb, Stan Wisbith, Jack Davis, Tim Pangburn, Gary Brunner, Chris Dunn

When: May 4 and 5, 2004

May 4th

Lead

8:15	Welcome, introductions, objectives, review agenda.	Branch, all
8:30	Status task force report and recommendations.	Branch, all
9:30	E&C/H&H CoP happenings in HQUSACE, expectations.	Webb
10:00	Break	
10:20	E&C/H&H CoP happenings/status in field.	MSC reps
12:00	Lunch	
1:00	Status/happenings with standing H&H committees (e.g. Hydrology, Water Quality, Channel Stabilization, etc).	Webb, all
2:00	Review draft H&H CoP Functions paper.	Davis, all
3:30	Break	
3:50	Continue H&H CoP paper, issues	Branch
5:00	Adjourn for the day	

May 5th

8:15	Executive Committee, technical committees, others – role in H&H CoP?	Branch, all
10:00	Break	
10:20	Process for resolving national-level technical issues.	Webb, all
11:00	Succession planning for H&H leadership	Webb, all
11:30	Closure and action items.	Branch, all
12:00	Lunch	
1:00	Continue closure and action items	All
3:00	Meeting concluded	

Appendix B

H&H CoP Sign In

Name	Office	Phone
Bill Branch	CENWD	503 805-3930
Jack Davis	ERDC CHL	601 634-3006
Jerry Webb	HQUSACE	202 761-5543
S.K. Nanda	CEMVR-ED-H	309 794-5310
Tim Pangburn	RS/GFS CX/CRREL/EROL	603 646-4296
Ralph LaMoglia	NAD-Program Support Division	718 765-7099
Chris Dunn	CEIWR-HEC	530 756-1104
Stan Wisbith	CELRD-DD-WM	513 684-6259
Chris Smith	CESAD-RB-T	404 562-5107
Joe Evelyn	CESPL-ED-H	213 452-3525
John Hashtak	CESAJ-EN-H	904 232-2105
Sam Bates	CESWD-RBT	214 767-2391
Darryl Davis	CEIWR-HEC	530 756-1104
Gary Brunner	CEIWR-HEC	530 756-1104